

NOVEMBER 14TH, 2002
ELA TOWNSHIP BOARD MEETING
7 :30pm.
VILLAGE OF LAKE ZURICH BOARD ROOM
70 East Main Street Lake Zurich, IL. 60047
APPROVED

1.Call To Order

Supervisor Tinerella called the meeting to order at 7:40pm.

2. Roll Call

Present: Supervisor Tinerella, Clerk Prouty, Trustees Black, Burch, Knudtson and Sullivan. Also present: Highway Commissioner (was present for few minutes before the meeting) Assessor Hoffman, Senior Director Neuschel and Ela Township Lawyer Keri-Lyn Kraftthener.

3. Pledge of Allegiance

The Board led those in attendance in the Pledge of Allegiance.

4. Public Comment

At this time Kim Lynch, representing the village of Hawthorn Woods came to the podium and stated that her village was intrigue with the possibility of working with the Township with any land acquisitions that the Township may be reviewing. And she hopes we can have an intergovernmental arrangement. And looks forward to working with the Township. And she wanted to know if any action would be taken on land acquisition in the executive session. At this time Trustee Black wanted to know why the employee issue she requested put on the agenda was not on the agenda.

Trustee Burch's motion to add under New Business # 21 Township Employee Issues and Organization, seconded by Supervisor Tinerella. Roll Call: Supervisor Tinerella, Trustees Black, Burch, Knudtson and Sullivan all voted aye and the motion carried

Trustee Burch's motion if a Board member (two of them) wish to add something to the agenda, will notify the Clerk at least 48 hours in advance, and she would make the changes and post it. The Clerk suggested that after contacting the Clerk she would in turn contact another Trustee and seek another consent or opinion, seconded by Supervisor Tinerella, Trustees Burch, Knudtson and Sullivan all voted aye and the motion carried 4 to 1. Trustee Black voted nay.

5. Approval of October 10th, 2002, Board Meeting Minutes.

Supervisor Tinerella's motion to approve the minutes of October 10th, 2002, with the following clarifications, seconded by Trustee Knudtson. Roll Call: Supervisor Tinerella, Trustees Black, Burch, Knudtson and Sullivan all voted aye and the motion carried. Trustee Black voted on everything in the motion except the fourth clarification.

Clarifications:

Page 3, item #10 Youth-Drop-in not Drop-off.

Page 3, item # 11a, payment to all, that submitted reports by October *ih*.

Page 5, item 6th motion should read Youth-drop-in **not** Youth-off.

Page 5, item third line add after Committee, which consist of Supervisor Tinerella and Trustees Black and Sullivan

Page 6, item 18-2 should read Countryside Association not CCVP.

6. Approval of Expenditures-board audits-10/9-11/7/02 and 11/8-11/13/02

Board Audit

Date

11/14/02	Gen. Town	Gen. Assist.	Gen. Road	Perm Road	Park
10/9-11/7	\$107,812.78	\$1,387.32	\$9,736.34	\$22,290.10	\$10,141.95
11/8-11/14/02	\$30,729.04	\$741.68	\$2,910.46	\$5,598.73	\$1,086.00
TOTALS	\$138,541.82	\$2,129.00	\$12,646.80	\$27,888.83	\$11,227.95
GRAND TOTAL OF EXPENDITURES FOR 10/9 TO 11/14/02					\$192,434.40

Supervisor Tinerella's motion to approve the expenditures for 10/9-11/7/02 and 11/8-11/13/02, seconded by Trustee Burch. Trustee Sullivan approved the expenditures providing he could review the Audit at the office the next day. Roll Call: Supervisor Tinerella, Trustees Black, Burch, Knudtson and Sullivan all voted aye and the motion carried.

7. Supervisor's Report-K. Tinerella

The Report was received and will be attached to back of minutes.

The Supervisor made note of a few comments that wasn't in the report.

1. Referred to the Ninety-Five T.O.I. Educational Conference that Ela Township attended, and how informative it was.
2. To personally congratulate again, Sue Neuschel (Ela Township Senior Director) for her award for Senior Director of the year.
3. Ela Township's award for the "55" Plus Senior Newsletter for populations over five thousand, and best in category. And a thank you to Sue and Tom Huntsha for creating this newsletter.
4. A thank you to the Lake Zurich Soccer Organization, who provided the labor to put together the new bleachers at Knigge Park.
5. A thank you to Matt Chiarelli and Trustee Burch for the 72 bushes and shrubs plantings, that were planted at the Highway and bus garage at Knigge Park. Young Matt Chiarelli is working towards becoming an Eagle Scout, and he is an Eagle Scout candidate.
6. A thank you to Middle School South for inviting the Supervisor and Trustee Burch to speak at Careers days.

7a. Ela '55' Plus Report- Sue Neuschel-Senior Director

Received and Attached to the back of the Minutes.

Senior Director would like Board approval to purchase restaurant style supply equipment, to legally have a soup and sandwich day. Money is available in the Senior Director's budget under equipment line item. Trustee Burch said he could better the prices that the Senior Director presented at his vendors and would like a motion just on monetary, not actual items.

Trustee Burch's motion to approve up to \$550.00 to purchase a Food Warmer and a Microwave oven for the Senior Center, seconded by Supervisor Tinerella. Roll Call: Supervisor Tinerella, Trustees Black, Burch, Knudtson and Sullivan all voted aye and the motion carried.

Trustee Knudtson suggested to the Senior Director that in the future, if she had any action items to be approved, to please add to the agenda as to be legal.

Trustee Knudtson liked the Senior Director's Budget form and would like her to work with the Board and Administration to create a clearer form of the Budget.

Add Budget Format to the retreat agenda.

Trustee Knudtson will give Jake Reiser a call, and delicately discuss, trying to merge Ela Township Senior Social Club with the Senior '55' plus group.

Christmas Holiday Senior Party- the Senior Director's Staff will handle reservations for the party and Ela Township office staff will handle the bus reservations with Dial-a-Ride. Christmas party December 6th, 2002, hours are 6:00pm to 9:30pm. Have required a can goods or a donation of two dollars to St. Francis food pantry. This is a suggestion not a requirement. 285 tickets reserved for the grandparents intergenerational Peter Pan Play at the Marriott on December 27, 2002.

Also the Board was in complete agreement on keeping Ela Township's two separate newsletters, just the way that they are, and not to merge the two.

7b. Bus Service Report-Nora Cunnie. Bus Administrator

Received and attached to the back of the minutes. Any questions please call the Bus administrator.

7c. Community Communications Report-Tom Huntsha. Communications/Information Manager

Received and attached to the back of the minutes. Any questions call the community communicator.

8. Highway Commissioner's report

No report at this time

9. Assessor's Report- Pam Hoffman, Assessor

The Assessor would like all information regarding any changes in rules and policies of the I.M.R.F. that affect the Highway Department or the Assessors office should be noted to the Department heads. As the department heads need to be made aware of any changes, as they do not do the payroll.

Ela Township has finally closed the books and turned them over to Lake County. We were Equalized by the County and given an equalization Factor of a one. We were the first ones starting to close, but because of the new system we ended up being third behind Shields and Waukegan. Will be published in the pioneer press next week, the Assessor changes from the Assessor office.

10. Finance Committee Report- Chairperson. Trustee Sullivan

That Ela Township investments are making one and a halftimes more, what any other Townships or any body else is making.

The Finance Committee will be coming up with a proposal to put so much money away on a two or five year plan for land acquisition or Senior or Youth Centers, or what ever else.

The recommendation was to set up a separate fund for some long range Capital expenditures and get the money out of the General Town Fund.

Supervisor will get copies of the entire packets on the budget process that they received at the T.O.I. Conference seminar in Springfield last week, to all the Trustees and the Assessor and Highway Commissioner.

And need to call a special Finance Committee meeting to work on the Levy so we can approve it in December.

11. Parks and Recreation Committee Report- Chairperson. Trustee Burch

Trustee Burch had a few items to report on.

1. Congratulate Matt Chiarelli on his outstanding job he did on the plantings at the Highway and Bus garages at Knigge Park.
2. The Committee is looking into a possible ice rink at Knox Park.
3. And also this Board is committed as the public knows to additions of recreational property and contrary to the rumors we are looking at more than one parcel of property.
4. Have an Eagle Scout questioning, privately about more benches in the parks, will have more information on this subject later.

12. Youth and Family Counseling Committee Report-Chairperson. Trustee Black

Trustee Black thanked the Youth Drop-In steering committee for their help in interviewing applicants for the Director's job.

One concern was the one applicant use to be with OMNI and she was afraid that the kids might think this was not cool.

The other applicant was very aware of the programs at the coffee shop that, the other applicants were not aware of.

OMNI and the Village of Lake Zurich had a very informative meeting and the Police Department Social Work

13. Social Service Agencies Committee-Chairperson.-Trustee Knudtson

Will be reviewing, quarterly reports that came in from A Safe Place and Metropolitan Emergency Support Services (Mess).

Will have the applications out sometime this month and will be selecting a day later. Need to consider how we are going to fund the grants in the future.

UNFINISHED BUSINESS

14. Ela Township Youth Drop-In Center

Kim Lynch talked about the applicants for Youth Director that were interviewed, and how the steering committee took it down to the last two candidates and the choice came down to Phil Carona. Out of the four interviewers the consensus was three to one for Mr. Carona.

14a. Youth Drop-in Center Director- Discussion and Action to Approve offers for immediate hiring of a Director.

Supervisor Tinerella's motion to make an offer of employment to Phil Carona as our part-time Youth-Drop-In Center Director to run the pilot run center at the top range of the salary, beginning the last week of November, so we can prepare the room, and get the announcements out, seconded by Trustee Burch. Roll Call: Supervisor Tinerella, Trustees Burch, Knudtson and Sullivan all voted aye and the motion carried. Trustee Black voted nay as she is afraid this may look like a OMNI program.

14B. Town Hall 2nd Floor Improvement Projects-Discussion and Action to approve contracting services for painting, floor coverings, ceiling tile and electrical upgrades.

Supervisor Tinerella's motion, to spend up to \$12,000 to improve the second floor of the Town Hall, for the Youth-Drop-In Center. This motion failed due to a lack of a second. Consensus of the Board was to upgrade the Electrical system first and also let the new Director get on board and direct the changes. Trustee Burch stated get the program going, and let the program sell its self.

Trustee Knudtson's motion, to have the newly hired Youth Director's report added to the agenda for the December meeting, and have that report include the business plan, and recommendations for upgrades, seconded by Trustee Black. Roll Call: Supervisor Tinerella and Trustee Sullivan voted nay. Trustees Black, Burch and Knudtson all voted aye and the motion carried 3 to 2.

15. Dowd Property: drainage issues- Township's responsibility- options to correct.

Mr. Jeff Dowd of 23698 N. High Ridge Rd. Echo Lake explained some of his problems with the water on his property.

Will attach his letter to the back of the minutes.

Trustee Black will contact the Stormwater Management.

Trustee Burch's motion not to exceed a \$1000.00 get some prices on bids from a Civil Engineer to review this problem, seconded by Supervisor Tinerella. Roll Call: Supervisor Tinerella abstained, Trustees Black, Knudtson, and Sullivan voted nay. Trustee Burch voted aye, and the motion failed due to a lack of a majority vote.

Trustee Black will be in contact with Mr. Dowd after she has conferred with Stormwater Management.

NEW BUSINESS

16. Seal coat/stripe lot at Township's Main Street property- Action to contract work (weather-permitting).

This item was tabled until some time in the Spring, and no action was taken.

17. A Safe Place, Waukegan-discussion of services provided 7/1/02-9/30/02 and consideration to take action for 2nd of 4 grant payments of \$1,625.00

Trustee Knudtson's motion to release the second grant payment to Safe Place of \$1,625.00, seconded by Trustee Sullivan. Roll Call: Supervisor Tinerella, Trustees Black, Burch, Knudtson and Sullivan all voted aye and the motion carried.

18. Metropolitan Emergency Support Services (MESS)- same as the previous item #17- amount \$1,1250.00

Trustee Knudtson's motion to approve the payment of \$1,250.00 to Metropolitan Emergency Support Services, seconded by Trustee Black. Roll Call: Trustees Black, Burch, Knudtson and Sullivan all voted aye and the motion carried. Supervisor Tinerella voted nay.

19. Turkeys for PADS-possible action to purchase 3-14 lb turkeys for St. Peters to prepare for PADS December Dinner.

Trustee Knudtson's motion to approve the purchase of 3-14 lb turkeys for St. Peters to prepare for PADS December dinner, seconded by Trustee Sullivan. Roll Call: Supervisor Tinerella, Trustees Black, Burch, Knudtson and Sullivan all voted aye and the motion carried.

20. Township Retreat/ Planning Session Agenda for November 23, 2002

Trustee Burch strongly suggested adding new business to the Agenda as item #6. Trustee Knudtson stated that new business should be added under every item.

Trustee Burch's motion to accept the Agenda for the November 23rd Retreat, with the understanding that additional items can be added under Agenda # 6 and to put the Levy at the top of the Agenda, seconded by Supervisor Tinerella. Roll Call: Supervisor Tinerella, Trustees Burch, Knudtson and Sullivan all voted aye and the motion carried. Trustee Black voted nay.

Added Agenda Item

21. Employee Issues-Personnel

Trustee Black's motion:

1. To continue the re-organizational already started.
2. The committee structure is in place.
3. The Administration position with increase salary is in place.
4. Further reorganization is in natural progression.
5. We have the Supervisor statutorily duties, which are General Assistance, Treasurer, Chair of the Board Meetings, as well as a Board member, and to add the reorganization aspect of what we have to do.
6. Move to that we are adopting the reporting structure that would provide as follows- that the Administrator is a department head, reports directly to the Town Board. The Senior Director is a department head reports directly to the Youth and Family Committee and the final is to the Board. The Assessor and the Highway Commissioner only reports, to the Board only for budgeting. All employees report to their Department heads.
7. All Check signing would require two signatures.

Supervisor Tinerella stated that this motion needs a special meeting.

Trustee Knudtson seconded this motion.

Discussion:

Trustee Sullivan had a letter faxed to him from Ela Township Office Administrator. She Does not want the Bus dispatching leaving the Township- it would be fine for the Highway Department to be in charge of repairs. She would abide by the Board's decision.

Trustee Knudtson withdrew his second, and the motion failed due to a lack of a second.

At this time the Assessor wanted the Ela Township to designate specific parking slots, as her employees were a little nervous about the increase traffic that will be generated with the Youth-Drop-In Center.

Trustee Burch's motion that we talk to the Highway Commissioner about getting 6 or 7 signs whatever the Assessor thinks she needs, and placing those signs where they need to be, seconded by Trustee Sullivan. And this expense would be taken out of the same line item that the seal coating was to be taken out of. Roll Call: Trustees Black, Burch, Knudtson and Sullivan voted aye and the motion carried. Supervisor Tinerella voted nay.

Supervisor Tinerella made a motion that Township talk to the Lions about using the parking area behind the building, before we make the senior and disabled, which are the primary visitors of the building park the furthest away. There was no second on this motion and the motion failed.

Trustee Knudtson's motion to replace the do not enter signs, and to direct the Ela Township Administrator to direct the Highway Commissioner to replace the signs with in 2 working days, seconded by Trustee Sullivan. Roll Call: Trustees Black, Burch, Knudtson and Sullivan all voted aye and the motion carried. Supervisor Tinerella voted nay.

Supervisor Tinerella's motion to direct the Board to look at these smaller signs and would like the Board to explain why we need such big ugly expressway type signs. Motion failed due to a lack of a second.

Trustee Burch's motion, to order, smaller red do not enter signs, seconded by Supervisor Tinerella. Roll Call: Supervisor Tinerella and Trustee Burch voted aye. Trustees Black, Knudtson and Sullivan voted nay and the motion failed.

At 10:53pm.

Trustee Black's motion to go into Executive Session, seconded by Trustee Burch. Roll Call: Supervisor Tinerella, Trustees Black, Burch, Knudtson and Sullivan all voted aye and the motion carried.

EXECUTIVE-CLOSED SESSION-FOR THE PURPOSES OF: Land Acquisition and pending Litigation

22. Approval of Closed Session Minutes from 7/11 and 10/10 meetings

The minutes were not approved, as the Clerk did not have them finish.

23. Return to Open Session- action on executive session items

Trustee Knudtson's motion to authorize the Supervisor and Attorney to act as directed in closed session, seconded by Trustee Burch. Roll Call: Supervisor Tinerella, Trustees Black, Burch, Knudtson and Sullivan all voted aye and the motion carried.

Supervisor Tinerella's motion to adjourn at 11: 13pm, seconded by Trustee Sullivan. Roll Call: Supervisor Tinerella, Trustees Black, Burch, Knudtson and Sullivan all voted aye and the motion carried.

LUCY PROUTY TOWNSHIP CLERK